

AR-0-1029

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MEMORANDUM

6 May 1952

TO : Assistant Directors
FROM : Director of Training
SUBJECT : TRAINING REQUIREMENTS

1. CIA Regulation [redacted] paragraph F (5), requires that offices inform the Director of Training of their probable needs for external training during the forthcoming fiscal year.

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2. It is suggested that you consider this requirement in terms of long term training needs as well as short term. The Office of Training can be of much greater service to you if we know what kind of internal and external training you are likely to require during fiscal year 1953 and fiscal year 1954. We cannot in fact prepare realistic future budgets without this knowledge. We need to know, for example, how many people you are likely to wish to send for area study in this country or abroad for periods of one or two years, quite as much as we need to be able to estimate how many people you are likely to wish to send to language courses in the Washington area, or elsewhere in the United States or abroad. We should like also to know what your views are on the slotting of people who are absent from the Agency for training for extended periods of time.

3. For your information, a transcript of the remarks of Mr. Frank Pace at a recent CIA Orientations Course is enclosed.

4. Will you please supply the information required by CIA Regulation [redacted] (paragraph F5) not later than 15 June 1952.

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[redacted]
MATTHEW BAIRD
Director of Training

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cc: Training Liaison Officers

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